

OFFICE OF TRAINING

NOTICE  
No. 14-69

27 February 1969

SUBJECT: Books for Office of Training Library

1. The OTR Library, now being established, will be the central repository for all books ordered through the CIA Library. Not included are textbooks and publications ordered in multiple copies for retention and use by OTR Schools for instruction.

2. In an effort to establish an initial collection of books and to make earlier purchases available to everyone through the library-loan service, OTR personnel are asked to inventory their accessions in the office and at home and return books purchased through the CIA Library to [REDACTED] Chief of OTR Library Services, in Room 711 Glebe. The books will then be turned over to the library for cataloging and loan.

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[REDACTED]  
John Richardson  
Director of Training

Distribution: All OTR Employees